

**California National Guard - Human Resources Office
Air Active Guard Reserve (AGR) Vacancy
*AMENDMENT 5MAR10**

1 Position

Announcement Number: A10-053	Announcement Date: 3 March 2010	Closing Date: 1 June 2010
Position Title: Military title: Recruiting Office Supervisor	Required AFSC: 8R000	Required grade at closeout of announcement: E6-E7
Duty Organization/Location: 144 FW, Fresno, CA	Selecting Official: 144 MSG/CC	PD Number: AFECD 31JAN10

Area of Consideration

NATIONWIDE. All applications will be accepted; however, first consideration will be given to Group A and/or Group B.

***Duties**

Recruiting Office Supervisor (ROS) reports directly to the Force Support Squadron Commander. In addition to performing production recruiter duties, the Recruiting Office Supervisor will:

- A.** Exercise supervision and conduct training for all assigned recruiters.
- B.** Develop a Wing Recruiting Operations Plan to include; goals and objectives, recruiting activities, advertising and financial planning.
- C.** Serve as OJT trainer, maintain training records using 8R000 JQS for production recruiters.
- D.** Schedule leave, and determine performance requirements, and provide performance appraisals for assigned production recruiters.
- E.** Counsel other assigned recruiters on problem areas, offer solutions, recommend corrective or referral action as necessary.
- F.** Be responsible for office administration, scheduling recruiter activities, and management of recruiting and advertising funds.
- G.** Serve as primary point of contact concerning wing-recruiting activities.

Qualification Requirements

ASVAB skill level required for retraining into AFSC 8R000: G=30

There are three qualification groups that an applicant is rated:

Group A: Applicants that possess the AFSC and Skill Level:

- Must possess AFSC of announcement.
- Must have the rank of the announcement.

Group B: Applicants that are current on board CA Air AGR that do not have the AFSC and/or Skill Level:

- Must be on board Air AGR of the California Air National Guard.
- Must have the ASVAB score to enter in the advertised AFSC.
- Must have the rank of the announcement.

Group C: Applicants that do not have the AFSC and/or Skill Level and not employed as an Air AGR of the California Air National Guard:

- Must have the ASVAB score to enter advertised AFSC.
- Must have the rank of the announcement.

Specialty Qualifications

Knowledge of the organization, mission, and operation of the Air National Guard, as well as the methods and techniques of recruiting is desirable.

- A. Appearance must project a favorable image of the Air National Guard. Compliance with AFI 36-2903 and ANG Weight standards is mandatory.
- B. Ability to type at least twenty-five (25) words per minute is desirable.
- C. Must possess SDI 8R000 **or** attend and successfully complete the ANG Recruiting School.
- D. Must be able to speak clearly and distinctly.
- E. Must be willing to work long or irregular hours to include weekends, as required.
- F. Must have a General Aptitude score of 30 or higher.

Conditions of Employment

- Must be medically qualified under the provisions of AFI 48-123v2. An Induction physical must be conducted within 24 months prior to entry on AGR duty. An AF Form 422 must be completed if physical is more than 30 days old. HIV Test cannot be more than six (6) months old prior to the tour start date. Personnel Age 40 or older are required having a Risk Index calculated, if it exceeds 10,000 a stress EKG is required. Retention Physicals (Every five years) and Flight Physicals are not valid physicals for accession into the AGR Program.
- Reference ANGI 36-101 Paragraph 2.1.3.4. Change to read: "Any member in the Fitness Improvement Program (FIP) is ineligible for entry into any type of AGR or Statutory Program." (Fitness Score Message #08-029 dated 011320Z OCT 08)
- Must be eligible to acquire a minimum of 20 years of active duty prior to his/her mandatory separation date or age 60. (Exceptions may be considered by The Adjutant General).
- Airmen who voluntarily resigned from the AGR Program in lieu of adverse personnel actions or who have been involuntarily separated from the AGR Program are not eligible to reenter the program.
- Individuals must **NOT** be eligible for, or receiving, an immediate Federal (military or civilian) annuity.

Selecting Supervisor

The Wing Commander will make the selection with the concurrence of the Director of Staff - Air.

Instructions for Applying

Interested applicants must submit the following mandatory documents. Records Review RIP must be no more than 30 calendar days old and Physical Fitness Assessment must be no more than 12 months old. Incomplete/expired paperwork will not be considered. Other documents (EPRs/OPRs, Resume, etc.) are optional.

- **NGB Form 34-1** Application for Active Guard/Reserve (AGR) Position. Announcement number and position title must be annotated on this form.
- **Copy of Records Review RIP within last 30 days.** May be obtained from your Personnel Records at your unit. For Air Force/Air National Guard you can obtain your Records Review RIP from your Military Personnel Flight or go to <http://www.afpc.randolph.af.mil/vs> (**RIP must show your ASVAB scores and awarded AFSCs**).
- **Official Physical Fitness Assessment within last 12 months**

COMPLETION OF APPLICATION:

Applicants must type or print in legible dark ink, SIGN AND DATE each application. Failure to sign and date these forms in **ORIGINAL SIGNATURE** will result in non-consideration. **Fax will not be accepted.** Applications will only be accepted if they are physically received in the Human Resource Office by **1630 hours** on the closing date of the vacancy announcement. No exceptions will be made.

MAIL APPLICATIONS TO:

**California National Guard
9800 Goethe Road**

**Box # 37 / Attn: CAJS-J1-HR; Air AGR
Sacramento, Ca 95826-9101**

Remarks

Federal law prohibits the use of government postage for submission of applications.

The California National Guard is an Equal Opportunity Employer. All applicants will be protected under Title VI of the Civil Rights Act of 1964 against discrimination based on race, color, religion, gender, or national origin.